**SUSMITHA REDDY.L**

**E-Mail:** susmithareddy1984@gmail.com / **Phone:** +91-9739393089

***Import & Export Operations | Logistics Operations***

*Result-oriented Professional offering* ***nearly 10 years*** *of rich &qualitative experience in* ***Import & Export Operations*** *and* ***Logistics Operations;*** *expertise that directly results in efficiency improvements & cost savings.*

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| **Key Skills**  **~ Supply Chain Management**  **~ Import & Export Operations**  **~ Custom Clearance**  **~ Logistics & Distribution**  **~ Warehouse Operations**  **~ Demand Planning**  **~ Order Processing & Generation**  **~ Transportation Management**  **~ Cost Control**  **~ MIS Reporting & Documentation**  **~ Liaison & Coordination** |  | **Profile Summary**   * Excellence in **performing import – export operations** with extensive knowledge of Export – Import Policies & Procedures, FEMA, RBI, Short-term Finance & Buyers Credit * Resourceful in **driving (inbound & outbound) Logistics operations** which encompass new route identification, fleet management and negotiating with freight forwarders for timely delivery of the material required * Rich experience in **monitoring the fleet of vehicles & transporters** while ensuring on-time delivery & transit norms, analysing the loss in transit and undertaking measures to control the same * Hands-on experience in **collaborating with other departments** to integrate logistics with business systems or processes such as customer sales, order management, accounting, or shipping * Expertise in **managing commercial documentation & logistics** and collaborating with Govt. Agencies, Customs, Central Excise, DGFT & Dock to complete required documentation & acquire necessary clearance * Proven track record in coordinating with factories spanning across **Japan, China, Hong Kong, Singapore, Indonesia, New Zealand & Australia** to expedite materials as per customer’s requirement * Efficient organizer, motivator, team player & a decisive leader with the skills to motivate teams to excel & win |

**Organisational Experience**

**Since Feb’14 Omron Automation Pvt. Ltd., Bengaluru as Senior Executive – Supply Chain Management Department (Joined as Executive – SCM and promoted to Senior Executive – SCM)**

**Key Result Areas:**

* Placing purchase orders towards import materials and managing SNM order booking & dispatches for all regions
* Administering the import operations, customs clearance, duty’s calculations, check list & submission of customs duties
* Creating soft copy as per the required CHA Format for all import shipments to file BOE
* Coordinating with:
* CHA to perform advance file for all import shipments to avoid extra penalties & demurrages and get shipments on time to the warehouse
* Freight Forwarder to make on time arrivals of shipments and Freight Can’s to file BOE as advance to avoid penalties
* AFD to make duty payments on time to avoid extra interest on duties
* Communicating with:
* Factories across Asia Pacific about shipping information in terms of conditions for FOC, demo & return, testing & returns, samples shipments (As non-commercial shipments) and the regular shipments as the company norms
* PMD (Product Management Department) for declaration of the materials whenever query raise by the customs
* Maintaining the fund flow for the duty payment
* Updating & maintaining exclusive stock for special customers & MIS Report for exclusive stock
* Handling vendor bills for the payment
* Conducting monthly meeting with Freight Forwarder, CHA & Transporters on reviews and improvement of their services
* Generating GRN Sheets in MS Excel by entering all duty calculations and performing cross check with BOE values
* Uploading inward materials into Nexus with correct quantity and duty calculations
* Submitting duty payments to the customs
* Coordinating with factories spanning across Japan, China, Hong Kong, Singapore, Indonesia, New Zealand & Australia to expedite materials as per customer’s requirement
* Releasing the Purchase Order (PO) as per the stock plan
* Performing order processing & generation of invoice's, checking credit terms and verifying open order status
* Preparing:
* SNM Report (Slow Non-moving Materials) & SNM Sales Report on a monthly basis
* All types of weekly, monthly & quarterly reports like Sales, Purchases, SNM Sales, Stock Availability & Analysis of Monthly Billing Values
* MIS Report for shipment tracking and duty payment
* Supervising GRN Process and creating credit invoices
* Forwarding daily sales & order booking values information to the management

**Accomplishments:**

* Managed network of 2 transporters across India accounting for a fleet of 392 vehicles for primary movement in 2018-19
* Brought down the logistics operations cost to INR 48 Lakhs through various innovations & Transportation Discrepancy Report (TDR) effect
* Improved customer service levels across key accounts from 60% to 80% by reducing out of stocks, days of stock and meeting customer-specified delivery requirements

**Previous Experience**

**Nov’11 – Jan’14 Classic Floorings & Interiors Pvt. Ltd., Bengaluru as Sales Co-coordinator/Accounts Executive**

**Jan’10 – Oct’11 Shekar Logistics Pvt. Ltd., Bengaluru as Accounts Assistant**

**Academic Detail**

2008 **B.Sc. (Science)** from Sri Venkateswara University, Tirupati (A.P.)

**IT Skills**

**Office Tools:**  MS Office (Word & PowerPoint) and Lotus Notes

**SCM Packages:**  ERP environment using Citrix & Oracle JD-Edwards

**Accounting Packages:** Tally ERP 9 & Oracle ERP1 Software

**Personal Details**

Date of Birth: 6th July 1984

Mailing Address: AECS Layout, ‘A’ Block, Kudlu, Bengaluru – 560068

Languages Known: English, Hindi, Telugu and Kannada